



National Honor Society  
Willingboro Chapter  
By-Laws

**ARTICLE I: NAME AND PURPOSE**

**Section 1.** The name of this chapter shall be the Willingboro Chapter of the National Honor Society of Willingboro High School.

**Section 2.** The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students in Willingboro High School.

**ARTICLE II: MEMBERSHIP**

**Section 1.** Membership in this chapter should be known as active, honorary, and graduate. Active members become graduate members at graduation. Only active members may vote on matters before the chapter.

**Section 2.** Membership in this chapter is an honor bestowed upon deserving students by faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

**Section 3. Eligibility:**

- a. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership to this chapter, the candidate must have been in attendance for a period of one semester [six months] at Willingboro High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of a 3.4 (out of 4.0; unweighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
  - i. ***Candidate may NOT be currently enrolled or have been previously enrolled in credit recovery.***
  - ii. ***Candidates should have earned sufficient credits for his/her grade level.***
    1. ***Senior applicants: 80***
    2. ***Junior applicants: 45***
    3. ***Sophomore applicants: 25***
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

**ARTICLE III: SELECTION OF MEMBERS**

**Section 1.** The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal or his/her designee. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council.

**Section 2.** Prior to selection, the chapter advisor shall be responsible for:

- a. Reviewing students' academic records to determine scholastic eligibility.
- b. Reviewing students' discipline records as evidence of good character and leadership. All eligible candidates must have a clean discipline record to be considered for membership.
- c. Notifying candidates and asking them to complete and submit an application for further consideration for selection.
- d. Convening the Faculty Council to review faculty evaluations and the application - which includes letters of recommendation (2), essay, activities sheet, **service sheet, letter(s) verifying service**, rating sheets **completed by activity advisors and coaches** - in order to determine membership.
  - i. **Senior applicants should have completed a minimum of 3 services and 4 activities. Activity involvement should not be limited to one or two school years. Applicant needs to have been actively involved for a minimum of three years in more than two activities. Start date and year of all activities should be included on the Activities Sheet.**
  - ii. **Junior applicants should have completed a minimum of 2 services and 3 activities. Activity involvement should not be limited to one school year. Applicant needs to have been actively involved for a minimum of two years in more than one activity. Start date and year of all activities should be included on the Activities Sheet.**
  - iii. **Sophomore applicants should have completed a minimum of 1 service and 2 activities. Activity involvement should not be limited to one school year. Applicant needs to have been actively involved for a minimum of one year. Start date and year of all activities should be included on the Activities Sheet.**
  - iv. **If a letter verifying service is NOT included in the application packet, the Chapter Advisor will contact the person listed on the service sheet via phone or email to verify service completion.**
  - v. **Guidance counselors will complete a faculty evaluation sheet on applicants who are their students.**
- e. **The Chapter Advisor will review final selections made by the Faculty Council with the Principal and his/her administration prior to the Tapping Ceremony.**

**Section 3.** The selection of new active members shall be held once a year during the second marking period of the school year.

**Section 4.** Candidates become members when inducted at a special ceremony.

**Section 5.** An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the adviser.

**Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester [six months] to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

*(Section 7 added February 2016 to local By-Laws)*

**Section 7.** Appeals Process

- i. A written appeal letter may be submitted to the Advisor to present to the NHS Faculty Council within two weeks after letters denying admission were initially distributed to candidates. Letters submitted after the two week deadline will not be reviewed.
- ii. Candidates must submit additional documentation to support the reason he/she is appealing the Council's initial decision.
- iii. A meeting with the NHS Faculty Council must take place with a majority of members present to vote.
- iv. The candidate will receive written notification of the outcome of the meeting within 48 hours of the meeting taking place.
- v. Once a final decision has been reached by the Council, the decision may only be overturned with justification by the building principal.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

**Section 1.** Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Willingboro chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school.

**Section 2.** If a member's cumulative [unweighted] grade point average falls below a 3.4, he/she will receive a written warning and a time period for improvement. If the cumulative [unweighted] grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

**Section 3.** Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, violence, DWI, arrest, stealing, vandalism, cheating, truancy, possession, selling, or being under the influence of drugs or alcohol at school or school-related activities.

**Section 4.** Offenders of the school conduct code (such as excessive lateness, cutting, insubordination, failure to comply with the dress-code, profanity, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council/member or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

**Section 5.** In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal. The member and the student will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. Parents are invited to attend the hearing, although attendance is not mandatory. The Faculty Council will then vote on whether to dismiss. A majority vote is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal; if confirmed, the vote must be expressed in a letter sent to the student, parents, and principal. **The letter to the parents will be sent certified mail (through guidance).** Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal who reserves the right to overturn a decision.

- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

**Section 6.** In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

#### **ARTICLE V: OFFICERS**

**Section 1.** The officers of the chapter shall be president, vice president, secretary, and treasurer.

**Section 2.** Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

**Section 3.** A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. If the second vote ends in a tie, the names of the candidates will be submitted to the Faculty Council for a majority vote.

**Section 4.** Each officer will head a committee that will serve as a sub-division of the chapter. Such committees will be responsible for specific chapter activities and business.

**Section 5.** It shall be the duty of the president to preside at meetings for this chapter, serve as a liaison between the members and the adviser, and plan, organize, and execute project-based activities. The president is also responsible for keeping a record of members' contributions to leadership and service, and will head the **projects-based committee (see below)**.

**Section 6.** The vice president shall preside in the absence of the president and coordinate the peer-tutoring program offered at Willingboro High School and through the Nu Nu chapter of Psi Phi Omega. The vice president will head the **peer-tutoring committee (see below)**.

**Section 7.** The secretary shall keep the minutes of meetings, record attendance of members at meetings and activities, and be responsible for the official chapter correspondence. The secretary will head the **public relations committee (see below)**.

**Section 8.** The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. The treasurer will head the **fundraiser committee (see below)**.

**Section 9.** If an officer is not satisfactorily performing his/her duties, a written warning will be issued and discussed at a formal conference between the officer and adviser. If the officer is still negligent after the warning, the officer will face disciplinary action by the Faculty Council.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall consist of the faculty adviser and the chapter officers.

**Section 2.** The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

#### **ARTICLE VII: MEETINGS**

**Section 1.** General meetings of this chapter, consisting of the attendance of all members, shall be monthly.

**Section 2.** The Executive Committee shall meet weekly in preparation for the general meeting.

**Section 3.** This chapter shall conduct its meetings according to *Robert's Rules of Order*.

**Section 4.** All chapter members are required to attend all regularly – scheduled meetings. An unexcused absence will warrant a demerit, which can lead to a written warning and/or disciplinary action. Absence from school, early dismissal, illness, or family emergency are excusable [at the adviser’s discretion].

#### **ARTICLE VIII: ACTIVITIES**

**Section 1.** The chapter shall determine one or more service projects for each year.

**Section 2.** All members shall regularly participate in these projects for service credit. Service of 2 hours or more will warrant one (1) service credit. Members must commit to at least one (1) project per marking period of at least 2 hours even when service requirements to become a Graduate Member have been met. Failure to meet obligations could lead to disciplinary action by the Faculty Council.

**Section 3.** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and faculty, be appropriate and educationally defensible, and be well – planned, organized, and executed.

**Section 4.** Each member shall have the responsibility for choosing and participating in one (1) individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute. Activities and/or projects planned and executed for other clubs and/or organizations of Willingboro High School do not qualify. Service of 2 hours or more will warrant one (1) service credit.

**Section 5.** The chapter shall publicize its projects in a positive manner.

**Section 6.** Inducted seniors are responsible for earning a total of 3 service credits no later than 30 days before Senior Award’s Night.

**Section 7.** Inducted juniors are responsible for earning a total of 6 service credits no later than 30 days before Senior Award’s Night.

**Section 8.** Inducted sophomores are responsible for earning a total of 12 service credits no later than 30 days before Senior Award’s Night.

#### **ARTICLE IX: EMBLEM**

**Section 1.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.

**Section 2.** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

**Section 3.** Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stoles and any other insignia at graduation.

#### **ARTICLE X: DUES**

**Section 1.** Annual dues for this chapter shall be \$20.

**Section 2.** Dues will be payable to the chapter treasurer within 30 days of the induction.

#### **ARTICLE XI: POWERS**

**Section 1.** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 2.** The principal and/or his/her administrative designee shall reserve the right to approve all activities and decisions of the chapter.

**Section 3.** These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

#### **ARTICLE XII: DEMERIT SYSTEM**

**Section 1.** Minor infractions can warrant a demerit. Each demerit will warrant a written warning. **When a demerit is issued a copy will be mailed home certified mail through the guidance department.** Three (3) demerits will lead to disciplinary action.

**Section 2.** Causes for receiving a demerit are, but not limited to, unexcused absence from meetings, negligence of duties, failure to attend the induction, insubordination, and not meeting obligations.

#### **ARTICLE XIII: COMMITTEES**

**Section 1.** All members are required to join a committee; committees will be responsible for the planning, organizing, and executing of specific projects and activities. Participation in the projects and activities are not exclusive to the committees.

**Section 2.** The Projects-Based Committee will be run by the president. This committee will meet independently from the Executive Committee and general meetings to discuss and plan projects that will benefit the community, strengthen school morale, and increase school spirit.

**Section 3.** The Peer-Tutoring Committee will be run by the vice president. This committee will meet independently from the Executive Committee and general meetings to discuss the growth and improvement of the peer-tutoring program. The committee can include non-members who are tutors.

**Section 4.** The Public Relations Committee is run by the secretary. This committee will meet independently from the Executive Committee and general meetings and shall be responsible for producing the local chapter's monthly newsletter, maintaining the bulletin board in the Student Activity Center, and publicizing any announcements, activities, and projects sponsored by the society.

**Section 5.** The Fundraising Committee is run by the treasurer. This committee will meet independently from the Executive Committee and general meetings to discuss and plan fundraising activities.

#### **ARTICLE XIV: AMENDMENTS**

**Section 1.** These bylaws may be amended by the majority vote of the Faculty Council.

**Section 2.** Bylaws and amendments must be consistent with the Constitution of the National Honor Society.

Original 1994      Last Revision:      2014      Last Approved:      2016

Amended on this date:      February 26, 2016